

**KEY BISCAYNE POLICE OFFICERS & FIREFIGHTERS
RETIREMENT PLAN**

Wednesday, November 20th, 2013 – **5:30 P.M.**

560 Crandon Blvd
(Village Council Chambers)
Key Biscayne, Florida 33149

AGENDA

- 1. Call to Order/Roll Call** Servando M. Parapar, Secretary
 Captain Michael Haring, Chairman
 Deputy Chief of Police Jose L. Monteagudo
 Martha F. Broucek
 Ramon Rodriguez

2. Additions/Deletions to Agenda

3. Approval of Minutes – September 26th, 2013

4. Approval of Invoices

SunTrust Bank, Inv #252484 Dated 10/28/13	\$	
SunTrust Bank, Inv #252485 Dated 10/28/13	\$	
TOTAL		\$

Burgess Chambers & Associates, Inc., Inv #13-224 Dated 8/9/13	\$	
Burgess Chambers & Associates, Inc., Inv #13-251 Dated 9/30/13	\$	
Burgess Chambers & Associates, Inc., Inv #13-252 Dated 9/30/13	\$	
TOTAL		\$

Holland & Knight, Invoice #2971752 Dated 10/23/13	\$	
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FPPTA, Dues for 2014	\$	
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NCPERS, Dues for 2014	\$	
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Joan L. Wall, Administrator, 9/18 – 11/13/13; 39 ¾ hrs, plus expenses	\$	
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5. Approve Refund of Pension Contributions

P/O Christopher Pearson, H/D 11/26/12, T/D 9/20/13, Contributions \$7,027.65	
Less Mandatory 20% WH Taxes of \$1,405.53, Net Check of	\$ 5,622.12

6. UNFINISHED BUSINESS

NEW BUSINESS

7. a) SunTrust – Investment/Market Report

7. b) Burgess Chambers & Associates – Performance Report for 9/30/13 quarter

7. c) IRS – Favorable Plan Determination

- 9/27/2013 Letter from IRS regarding compliance statement
- 10/29/2013 Letter from Holland & Knight regarding future IRS compliance

7. d) Review/Approve - Gabriel Roeder Smith's letter of 10/9/13 – regarding GASB No. 67 or GASB No. 68 to take place with the 9/30/14 year; Additional Fees as follows: \$1,500 to \$2,500 for initial accounting information, \$450 additional to update and disclosures at year end for a total fee for both ranging from \$1,950 to \$2,950

7. e) Schools & Conferences

- FPPTA, Winter Trustees School, 2/2 – 5/2014, Hyatt Regency Riverfront, Jacksonville

7. f) Review/Approve – Meeting Dates for 2014 (to be held at 5:30 P.M.)

- Thursday, January 23, 2014
- Thursday, March 27, 2014
- Thursday, May 22, 2014
- Thursday, July 24, 2014
- Thursday, September 24, 2014
- Wednesday, November 19, 2014

8. Trustees' Concerns – Terms of Office

- Michael Haring and Jose Monteagudo expires 9/30/2013 – Election Updates

9. REPORTS

- **Attorney –**
- **Administrator**
- **Other** - Available upon request
 - 10/2/13 SunTrust Insurance Certificate of renewal – bond and errors & omissions coverage
 - 10/2/13 Burgess Chambers & Associates – ADV, Part 2 and privacy notice

10. Input from Active Members/Retired Members/Public Comments

11. Next Meeting Date – Thursday, January 23, 2014/Adjournment

In accordance with the Americans Disabilities Act of 1990, persons needing special accommodation to participate in this proceeding should contact the Office of the Village Clerk, 85 W. McIntyre Street, Key Biscayne, FL 33149, telephone number (305) 365-5506, no later than two business days prior to such proceedings.

If a person decides to appeal any decision made by the Board of Trustees of the Police Officers and Firefighters Retirement Plan with respect to any matter considered at this meeting or hearing, that person will need a record of the proceedings, and for such purpose, may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105)

This meeting may be conducted by means of or in conjunction with communications media technology, specifically a telephone conference call. The above location, which is ordinarily open to the public, shall serve as an access point. Persons wishing to attend should appear at the access point, where telephone access to the meeting will be provided.